

FINAL

CHAPTER 8-

COLLECTIONS

*One of the key functions of the **Single Family Acquired Asset Management System (SAMS)** is to track and monitor money received by the U.S. Department of Housing and Urban Development (HUD). Read this chapter to gain a better understanding of the processes and procedures involved in this very important function.*

Chapter 8 contains:

Section 8.1 - Collections Accounting Process Overview

This section describes the Collections Accounting process and introduces the Lockbox Collections and Federal Reserve Wire Network (FEDWIRE) Collections processes.

Section 8.2 - Lockbox Collections Task

This section describes the tasks involved in processing Lockbox Collections, beginning with the receipt of a Lockbox batch transaction file from the HUD Data Center and ending with the posting of these Lockbox transactions to the SAMS case accounts.

Section 8.3 - FEDWIRE Collections Task

This section describes the tasks involved in processing FEDWIRE Collections, beginning with the download of a FEDWIRE (wire transfer) batch transaction file from HUD's bank to the Data Center, and ending with the posting of these FEDWIRE transactions to the SAMS general ledger accounts.

Section 8.4 - Direct Collections Task

This section describes the Single Family Acquired Assets Branch (SFAAB) and Single Family Accounting Branch (SFAB) responsibilities for tracking and monitoring single family property cash deposits for HUD.

Section 8.5 - Collections Query Screens

This section provides instructions for using the Collections query screens to locate (query) Collections information in SAMS.

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8 COLLECTIONS

8.1 Collections Accounting Process Overview

Introduction

This chapter describes in more detail the Single Family Acquired Asset Management System (SAMS) Collections Accounting process briefly identified in **Chapter 1-Introduction to SAMS**.

The Collections accounting process captures, records, and reports the receipt of monies from:

- **External HUD organizations** such as Management and Marketing Contractors (M&Ms), vendors, contractors, suppliers, lessees, real estate brokers, settlement agents, and mortgage-related organizations via external automated systems
- **Internal HUD organizations** such as Cash Management Branch (CMB) and other Housing and Urban Development (HUD) programs

HUD receives a variety of funds (e.g., earnest money deposits, extension fees, tax refunds, and property settlement proceeds) and receivables (e.g., rental fees). On a daily basis these financial transactions are loaded into SAMS via two (2) interfaces:

1. The **Lockbox Collections** (LB) interface contains payments made to HUD from taxing authorities, closing agents, M&M contractors, and others. These payments are mailed to a lockbox at HUD's bank. The Bank deposits the proceeds, records each transaction, and wires the batched deposits to the U.S. Treasury.
 2. The **FEDWIRE Collections** (WT) interface contains payments made to HUD on a daily basis through electronic wire transfer to the U.S. Treasury from closing agents.
-

Collections Accounting Activities

This Collections accounting process consist of three (3) main activities:

1. **Capture, Collect, and Record Rents and Other Receivables.** This activity captures and records the receipt of monies due HUD via a batch transaction file. Checks and **SAMS-1100 Cash Transmittal** forms are sent to a lockbox at a federal reserve bank determined by HUD. This activity is described in detail in **Section 8.2 - Lockbox Collections .**
2. **Capture, Collect, and Record Property Settlement Proceeds.** This activity captures and records the receipt of monies due HUD via a batch transaction file from the U.S. Treasury that contains electronic funds transfer (EFT) transactions. The collections on this transaction file are single-family property sales proceeds. This activity is described in more detail in **Section 8.3 - FEDWIRE Collections Task.**
3. **Record Direct Collections.** This activity captures and records the receipt of monies collected outside of SAMS and reported by the CMB. These transactions are entered by authorized SFAAB personnel. This activity is described in more detail in **Section 8.4 - Direct Collections Task.**

Section 8.5 - Collections Query Screens describes the query or search screens provided by SAMS to assist in identifying cash collections received by HUD and posted to the SAMS case accounts as a result of these three (3) activities.

Collections Menus

The Collections screens are accessed from the SAMS Main Accounting Menu (LMNA), illustrated in Figure 8-1, directly from a screen as a GOTO option, or from the Cash Collections Search Menu (LMCS), described and illustrated under **Cash Collections Search Menu (LMCS)**. To access the SAMS Main Accounting (LMNA) Menu either:

- Enter *X* in the selection field for the *Accounting* option from the SAMS Data Entry (LMDE) Menu and press the <ENTER> key
- Using the expert mode, enter *LMNA* in the Screen field in the upper left-hand corner of a screen and press the <F2> key

Note

Refer to the **Using SAMS** section in **Chapter 1 – Introduction to SAMS** for detailed instructions on signing on to SAMS and opening the SAMS Main Menu.

SCREEN: <u>LMNA</u>		S A M S	05/06/03
		MAIN ACCOUNTING MENU	16:59:55 EST
TYPE (X) TO SELECT	SCREEN TITLE		
L _	ACCOUNTING SCREENS		
L _	COLLECTIONS		
L _	DISBURSEMENTS		
L _	ACCOUNTING INTERFACE		
L _	RENTALS AND DEBT MANAGEMENT		
L _	1099 MAINTENANCE MENU		
L _	PROGRAM 203K CASES		
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU			

Figure 8-1 Main Accounting (LMNA) Menu

The Collections screens are divided between two submenus:

- The primary Collections (LMCL) Menu, described and illustrated under **Collections (LMCL) Menu**, where the most frequently used Collections screens are displayed
- The Accounting Interface (LMBT) Menu, described and illustrated under **Accounting Interface (LMBT) Menu**, where the interface processing screens are located

8.1 - Collections Accounting Process Overview (continued)

Collections (LMCL) Menu

The Collections Menu, illustrated in Figure 8-2, can be accessed by either:

- Selecting the *Collections* option from the SAMS Main Accounting Menu (LMNA)
- Entering *LMCL* after the Screen field in the upper left-hand corner of a screen using the expert mode

S A M S		05/06/03
SCREEN: LMCL__	COLLECTIONS MENU	17:11:55 EST
TYPE (X) TO SELECT	SCREEN TITLE	
Q _	CLWL WIRE DETAIL LISTING	
Q _ M _	CLWE WIRE READY TO POST	
Q _	CLLT LOCKBOX DETAIL LISTING	
Q _ A _	CLHR CASH RECEIPT	
M _	CLLR COLLECTION RECLASSIFICATION	
Q _	CLWT WIRE TRANSFER TRANSMITTAL	
Q _ A _ S _ C _ D _	CLCT FORM SAMS-1100 CASH TRANSMITTAL	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 8-2 Collections (LMCL) Menu

Note

The screens included in this document are for illustrative purposes only and reflect the menu selections and screen layouts available at the time the screen was captured. Menu or screen changes from a later release of SAMS are noted, where applicable, and will be documented in later releases of this document. The data displayed on the query and data screens are for illustration purposes only and **do not represent actual SAMS data**.

8.2 - Lockbox Collections (continued)

Accounting Interface (LMBT) Menu

The SAMS Accounting Interface Menu (LMBT), illustrated Figure 8-3, can be accessed by either:

- Selecting the *Accounting Interface* option from the SAMS Main Accounting Menu (LMNA)
- Entering *LMBT* after the Screen field in the upper left-hand corner of a screen using the expert mode

S A M S		05/06/03
ACCOUNTING INTERFACE MENU		17:12:35 EST
SCREEN: LMBT		
TYPE (X) TO SELECT	SCREEN TITLE	
A _ M _ E _ Q _ D _ S _	CMC1 CASE DEFINITION	
Q _ M _	IFBH INTERFACE POSTING SCREEN	
Q _	IFCL A43C CLAIMS	
Q _ A _	IFCR CLAIMS RECLASSIFICATION	
M _	IFCP ACCOUNTING PERIOD	
Q _	IFML MSA MONTHLY ACTIVITY LISTING	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 8-3 Accounting Interface (LMBT) Menu

8.1 - Collections Accounting Process Overview (continued)

Cash Collections Search Menu (LMCS)

The Collection by Issuer (CLIB), Collection by Check Date (CLCN) and the Collection by Amount (CLAM) query screens are located on the Cash Collections Search submenu. To access the SAMS Cash Collections Search submenu (LMCS), illustrated in Figure 8-4, either:

- Selecting the *Cash Collections Search Menu* option from the Data Base Search Menu (LMSR)
- Entering *LMCS* after the Screen field in the upper left-hand corner of a screen using the expert mode

S A M S		05/09/03
SCREEN: LMCS__		12:06:23 EST
CASH COLLECTIONS SEARCH MENU		
TYPE (X) TO SELECT	SCREEN TITLE	
Q _	BTBD BATCH DETAIL LISTING	
Q _	CLIB COLLECTION SEARCH BY ISSUER	
Q _	CLCN COLLECTION SEARCH BY CHECK DATE	
Q _	CLAM COLLECTION SEARCH BY AMOUNT	

PF 2=SWITCH 4=PREV MENU 5=MAIN MENU

Figure 8-4 Cash Collections Search Menu (LMCS)

8.2 Lockbox Collections Task

Introduction

There are six (6) Lockbox Collections processing tasks, beginning with the creation of the Cash Transmittal and ending with the posting of these LB transactions to the SAMS case accounts.

M&M Contractors, Home Ownership Centers (HOCs) and SFAAB staff are responsible for:

- Collecting payments for HUD, accompanied by **SAMS-1100 Cash Transmittal** form (from suppliers, vendors, Real Estate Brokers, and settlement agents)
- Depositing these payments to the bank for HUD
- Reporting the collection of these payments and bank deposits to HUD

Note

M&Ms collect and deposit these payments for HUD and report the collection amounts and bank deposits to HUD prior to the start of the Lockbox Collections tasks covered in this section.

Processing Tasks

The Lockbox Collections tasks covered in this section are:

Task 1: Create Lockbox Cash Transmittal

Task 2: Print and Forward Transmittal Report to SAMS Lockbox

Task 3: Automatically Upload Bank Lockbox Collections Batch File

Task 4: Verify and Mark the Lockbox Collection Batch as Ready to Post (*RP*)

Task 5: Post Lockbox Collections Batch Transactions

Task 6: Reclassify Erroneous Lockbox Transactions

Task 1: Create Lockbox Cash Transmittal

M&M Contractors, HOCs, and SFAAB staff enter check information into SAMS through the Lockbox Cash Transmittal (CLCT) screen, described in detail under **Lockbox Cash Transmittal (CLCT) Data Screen**. When the record is created, the system automatically generates a unique identifier for the transmittal. Authorized users add the case detail information, verify the accuracy and completeness of the transmittal based on the information received. When the information is committed, the system calculates the check detail amount. If the check amount and the check detail amounts agree, the user changes the status of the transmittal to *AP* (Approved).

8.2 - Lockbox Collections (continued)

*Task 2:
Print and
Forward
Transmittal
Report to SAMS
Lockbox*

The user requests the *Cash Transmittal (CLCTSD01)* report for cash transmittals in AP (Approved) status. The person indicated on the report as Preparer:

- Signs the report in the appropriate space
- Securely attaches the check(s) to the report
- Forwards the transmittal package to the SAMS lockbox

Note

To print the *Cash Transmittal (CLCTSD01)* report, follow the general instructions for generating, browsing, and printing SAMS standard reports provided under **Run a SAMS Report** in **Chapter 11 – SAMS Standard**.

*Task 3:
Automatically
Upload Bank
Lockbox
Collections Batch
File*

The Lockbox Collections batch process receives a transmission to SAMS on a daily basis from the bank used by HUD SAMS.

*Task 4:
Verify and Mark
the Lockbox
Collections Batch
as Ready to Post
(RP)*

Once the load is complete, the batch displays on the Interface Posting Screen Listing (IFBH) screen, described in detail **Interface Posting Screen Listing (IFBH) Data Screen**, in *NP* (not posted) status. At this point, authorized SFAAB personnel review and verify the Lockbox data. The dollar amounts and transaction counts for the batch on the Interface Posting Screen Listing (IFBH) screen are compared with the dollar amounts on the deposit ticket and/or debit voucher received from the bank used by HUD SAMS. Depending on the results of the transaction verification, authorized SFAAB personnel either:

- Use the Interface Posting Screen Listing (IFBH) screen to change the Lockbox Collections batch status to *RP* (ready to post) if the dollar amounts of the Lockbox transaction **match** the dollar amounts on the deposit ticket and/or debit voucher.
- Use the Delete Interface File (IFDL) screen, described in detail under **GOTO Delete Interface File (IFDL) Screen**, to delete the batch from SAMS if the dollar amounts of the Lockbox batch **do not match** the dollar amounts on the deposit ticket and/or debit voucher, or if it appears that the Lockbox batch file **did not load correctly** or completely. SFAAB personnel resolve the differences with the batch and request transmittal of a new file. Upon receipt of the new file, SFAAB personnel repeat task 4.

8.2 - Lockbox Collections (continued)

*Task 5:
Post Lockbox
Collections Batch
Transactions*

SAMS periodically monitors the Lockbox Collections batch files. SAMS posts the Lockbox Collections batch transactions marked ready to post (*RP*) to the designated Federal Housing Administration (FHA) cases in SAMS. If SAMS does not find the designated case number, SAMS automatically posts the transaction to a *lost and found* case number. Once the entire batch has been posted, SAMS then marks the batch as being in *VP* (verified and posted) status.

*Task 6:
Reclassify
Erroneous
Lockbox
Transactions*

Any Lockbox Collections batch transaction that could not be posted to a valid case number by SAMS is posted to a *lost and found* case number (i.e., 999-999999). Authorized SFAAB personnel request an Unapplied Cash Detail Report (CLUCND01) to identify those transactions that posted to *lost and found*. They work with HOC staff to research these transactions to identify the problem that resulted in the *lost and found* posting.

Note

To print the *Unapplied Cash Detail (CLUCND01)* report, follow the general instructions for generating, browsing, and printing SAMS standard reports provided under **Run a SAMS Report** in **Chapter 11 – SAMS Standard**.

Once the problem with a *lost and found* Lockbox Collections transaction is identified and resolved, authorized SFAAB personnel use the Collection Reclassification (CLLR) screen, described in detail under **Collection Reclassification (CLLR) Screen**, to reclassify the monies associated with the Lockbox *lost and found* case number to the correct FHA case number.

In addition, any Lockbox Collections batch transaction that is successfully posted by SAMS and is later discovered to have an erroneous classification (e.g., incorrect post code or wrong case number) can be corrected by authorized SFAAB personnel using the Collection Reclassification (CLLR) screen.

Lockbox Collections Processing Screens

The Lockbox Collections screens are accessed only by authorized SFAAB and Single Family Accounting Branch (SFAB) personnel to:

- Delete incorrect or incomplete Lockbox batch files
- Verify and post Lockbox batch files
- Correct or reclassify erroneous cash collection transactions within the Lockbox batches

Data Screens

The data screens described in this section are:

- Lockbox Cash Transmittal..... CLCT
- Interface Posting Screen Listing Screen IFBH
- GOTO Batch Detail Listing Screen.....BTBD
- GOTO Delete Interface File Screen.....IFDL
- Lockbox Detail Listing Screen CLLT
- Collection Reclassification Screen CLLR

Note

The Interface Posting Screen Listing Screen (IFBH) is used for both Lockbox and Federal Reserve Wire Transfer (FEDWIRE) Collections. Refer to **Section 8.3 - FEDWIRE Collections Task** for information on processing FEDWIRE Collections.

Lockbox Cash Transmittal (CLCT) Data Screen

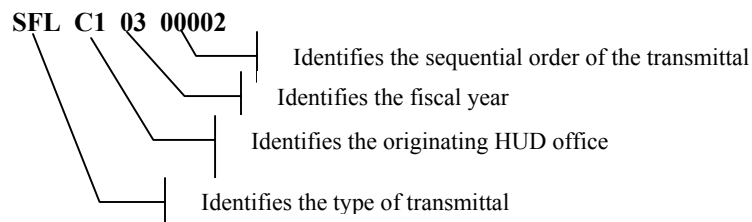
The Lockbox Cash Transmittal (CLCT) data screen allows authorized personnel to:

- Create a cash transmittal
- Promote the transmittal through the designated approval levels prior to deposit

The system automatically assigns a unique identification number to each newly created transmittal. This unique ID, which allows users to locate, track, and retrieve specific cash collection information, is comprised of four distinct fields:

- Three (3) character Transmittal Type (SFL=Lockbox Transmittal)
- Two (2) character originating HUD Office Identifier (Refer to **Appendix B – HUD Office Identifiers** for a list of HUD Office identification codes)
- Two (2) digit Fiscal Year representation (i.e., 99=1999, 00=2000)
- Five (5) digit system-generated number (begins with 00001 for each HUD office at the start of each fiscal year and is incremented by one (1) for each transmittal)

In combination, these four (4) fields uniquely and easily identify the transmittal, its type, HOC Area, and fiscal year in SAMS.



Note

After data entry, print the Form SAMS-1100 with signature lines using the *Lockbox Form-1100* (CLCTSD01) report. Refer to **Run a SAMS Report** in **Chapter 11 – SAMS Standard Reports** for general instructions on generating, browsing, and printing SAMS standard reports.

Before You Begin Gather this information before using the Lockbox Cash Transmittal (CLCT) screen:

- Correct FHA case number(s)
- Post code(s)
- Lease number(s)
- Lockbox transmittal number, except in the add mode

S A M S		05/06/03
SCREEN: QCLCT_	CLCT LOCKBOX CASH TRANSMITTAL QUERY	17:36:23 EST
NEXT TRANSMITTAL: SFL HQ 03		
AREA:	AREA NAME:	
M&M NAID:	M&M BUSINESS NAME:	
RECEIPT NUMBER:	ISSUER:	
CHECK DATE:	CHECK AMOUNT:	CHECK DETAIL AMT: 0.00
CHECK NUMBER:	STATUS:	STATUS DATE:
		RETURN DATE:
CASE	*POST	LEASE
OPT	NUMBER	UNIT
	STREET NUMBER AND NAME	NUMBER
	CODE	AMOUNT
		NUMBER
		NUMBER
TRANSMITTAL ID IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD		

Figure 8-5 Lockbox Cash Transmittal (QCLCT) Query Screen

Screen Options

On the Lockbox Cash Transmittal (CLCT) screen:

- To **locate (query)** a transmittal, enter *QCLCT* in the Screen field, and press the <F2> key or place an *X* in the Sel field on the Collection Search by Issuer (CLIB) screen, illustrated and described under **Collection Search by Issuer (CLIB) Query Screen**, and press the <ENTER> key.
- To **add** a transmittal, enter *ACLCT* in the Screen field, and press the <F2> key. This action mode is used to create the initial transmittal and generate the transmittal number.
- To **modify/approve** a transmittal, enter *SCLCT* in the Screen field, and press the <F2> key.
- To **certify** a transmittal, authorized supervisory and SFAAB personnel enter *CCLCT* in the Screen field, and press the <F2> key.
- To **delete** a transmittal, SFAAB personnel enter *DCLCT* in the Screen field, and press the <F2> key. Only SFAAB personnel are authorized to use the **delete** mode.

Procedure Table

Follow the instructions in Table 8-1 Lockbox Cash Transmittal (CLCT) Procedure Table to locate, create, modify, certify, or delete cash transmittals.

Reminder

In the Procedure Table fields which must be completed on a screen are marked as **[REQUIRED]**, fields which have a Look-up table available are marked with an asterisk (*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen.

Table 8-1 Lockbox Cash Transmittal (CLCT) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Transmittal	12 alphanumeric characters Format: SFL XX ## #####	<p>[REQUIRED] In the <i>query</i>, <i>summary</i> (<i>modify/approve</i>), <i>certify</i>, and <i>delete</i> modes, enter the transmittal number.</p> <p><i>Note:</i> The first three (3) sections of the number (i.e., transmittal type, HUD Office ID, and fiscal year) display automatically based on the screen accessed, the Logon ID of the user, and the current fiscal year.</p> <p><i>Note:</i> No entry is allowed in this field in the <i>add</i> mode.</p>
		System-generated; in the <i>add</i> mode when the screen is committed.
In the <i>query</i> , <i>summary</i> , <i>certify</i> , or <i>delete</i> modes, press the <F2> key.		
Result: The system retrieves and displays the available values for the fields listed here.		
Area	N/A	<p>System-generated; based on:</p> <ul style="list-style-type: none"> the entry in the Next Transmittal field when the <F2> key is pressed in the <i>query</i>, <i>summary</i> (<i>modify/approve</i>), <i>certify</i>, and <i>delete</i> modes the Logon ID used for the current session in the <i>add</i> mode
Area Name	N/A	<p>System-generated; based on:</p> <ul style="list-style-type: none"> the entry in the <u>Next Transmittal</u> field when the <F2> key is pressed in the <i>query</i>, <i>summary</i> (<i>modify/approve</i>), <i>certify</i>, and <i>delete</i> modes the Logon ID used for the current session in the <i>add</i> mode
M&M NAID	N/A	<p>System-generated; based on:</p> <ul style="list-style-type: none"> the entry in the <u>Next Transmittal</u> field when the <F2> key is pressed in the <i>query</i>, <i>summary</i> (<i>modify/approve</i>), <i>certify</i>, and <i>delete</i> modes the Logon ID used for the current session in the <i>add</i> mode <p><i>Note:</i> This field is blank for Headquarters and HOC personnel.</p>

Table 8-1 Lockbox Cash Transmittal (CLCT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
M&M Business Name	N/A	System-generated; based on: <ul style="list-style-type: none"> the entry in the <u>Next Transmittal</u> field when the <F2> key is pressed in the query, summary (modify/approve), certify, and delete modes the Logon ID used for the current session in the add mode <p><i>Note:</i> This field is blank for Headquarters and HOC personnel.</p>
Receipt Number	10 alphanumeric characters	[REQUIRED] In the add mode, enter the number from the receipt. <p><i>Note:</i> This number can not be modified once a transmittal number is generated by the system and the status changes to AP (Approved).</p>
		System-generated; in the query , summary (modify/approve) , certify , and delete modes based on the entry in the <u>Next Transmittal</u> field.
Issuer	40 alphanumeric characters	[REQUIRED] In the add mode, enter the name of the individual/organization issuing the check. <p><i>Note:</i> The entry in this field can be changed in the summary mode if the entry in the <u>Status</u> field is OP (Open/In Progress).</p>
		System-generated; in the query , summary (modify/approve) , certify , and delete modes based on the entry in the <u>Next Transmittal</u> field.
Check Date	8 numeric characters Format: mm/dd/yy	[REQUIRED] In the add mode, enter the date the payment was issued to HUD. <p><i>Note:</i> The entry in this field can be changed in the summary mode if the entry in the <u>Status</u> field is OP (Open/In Progress).</p>
		System-generated; in the query , summary (modify/approve) , certify , and delete modes based on the entry in the <u>Next Transmittal</u> field.

8.2 - Lockbox Collections (continued)

Table 8-1 Lockbox Cash Transmittal (CLCT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Check Amount	14 numeric characters	<p>[REQUIRED] In the add mode, enter the date the payment was issued to HUD.</p> <p><i>Note:</i> The entry in this field can be changed in the summary mode if the entry in the <u>Status</u> field is OP (Open/In Progress). The entry in this field must equal the entry in the <u>Check Detail Amt</u> field prior to changing the status to AP (Approved).</p>
		System-generated; in the query , summary (modify/approve) , certify , and delete modes based on the entry in the <u>Next Transmittal</u> field.
Check Detail Amt	N/A	<p>System-generated; calculation that reflects the sum of the entries in the detail line <u>Amount</u> fields.</p> <p><i>Note:</i> This field remains blank in the add mode until the screen is committed.</p> <p><i>Note:</i> The entry in the <u>Check Amount</u> field must equal the entry in this field prior to changing the status to AP (Approved).</p>
Check Number	10 alphanumeric characters	<p>[REQUIRED] In the add mode, enter the check number from the payment.</p>
		System-generated; in the query , summary (modify/approve) , certify , and delete modes based on the entry in the <u>Next Transmittal</u> field.
Status	2 alphabetic characters OP = Open/In Progress AP = Approved CA = Canceled NF = Non-sufficient Funds	<p>The entry in this field:</p> <ul style="list-style-type: none"> may be changed to AP (Approved) from OP (Open/In Progress) by authorized personnel using the summary (modify/approve) (SCLCT) mode <p><i>Note:</i> The case detail line amounts must equal the amount shown in the <u>Check Amount</u> field prior to changing the status to AP (Approved). Case detail lines can only be modified in the summary mode and the status must be OP.</p>

Table 8-1 Lockbox Cash Transmittal (CLCT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Status (<i>continued</i>)		<ul style="list-style-type: none"> may be changed to <i>CA</i> (Canceled) from <i>OP</i> or <i>AP</i> by supervisors using the <i>certify</i> (CCLCT) mode. <p>Note: When the status changes to <i>CA</i>, the entry in the <u>Status Date</u> field is automatically updated to the current system date. A canceled transmittal cannot be reopened.</p> <ul style="list-style-type: none"> automatically changes to <i>OP</i> (Open/In Progress) when the screen is committed in <i>add</i> mode. automatically changes to <i>NF</i> (Non-sufficient funds) from <i>AP</i> (Approved) when the screen is committed in the <i>delete</i> mode. <p>Note: A transmittal with check detail lines can be moved to <i>NF</i> status. However, the transmittal can not be reopened or modified once the status is <i>NF</i>.</p>
		System-generated; in the <i>query</i> , <i>summary (modify/approve)</i> , <i>certify</i> , and <i>delete</i> modes based on the status of the transmittal selected in the <u>Next Transmittal</u> field.
Status Date		<p>System-generated; in the <i>query</i>, <i>summary (modify/approve)</i>, <i>certify</i>, and <i>delete</i> modes based on the entry in the <u>Next Transmittal</u> field.</p> <p>Note: When the entry in the <u>Status</u> field changes, the system automatically updates this field to reflect the current system date when the screen is committed.</p>

Table 8-1 Lockbox Cash Transmittal (CLCT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Return Date	8 numeric characters Format: mm/dd/yy	[REQUIRED] In the delete mode, enter the date the payment was returned to HUD for non-sufficient funds.
		System-generated; in the query , summary (modify/approve), certify , and delete modes if a cancellation date exists for the record selected in the <u>Next Transmittal</u> field.
<p>After entering the required information in the add, certify, delete, or summary modes; press the <ENTER> key.</p> <p>Result: The system displays an appropriate error message or the successful completion message. When the screen is successfully committed:</p> <ul style="list-style-type: none"> in the add mode, the system generates the unique transmittal number, sets the status to OP, changes to summary mode, and opens the detail lines documented here. in the certify mode, the system cancels the transmittal and locks the record from further changes. in the delete mode, the system changes the status to NF and locks the record from further changes. in the summary mode, the system calculates the amounts entered in the case detail lines and displays the total in the Check Detail Amt field. If the status is OP, the system allows updates to the check detail lines described here. If more than eight (8) check detail lines have been entered, the system refreshes the screen and displays the eighth check detail line with seven (7) blank detail lines below. <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		
Opt	1 alphabetic character A = Add M = Modify D = Delete	<p>[REQUIRED] In the summary mode, enter the desired option.</p> <p>Note: This field is not available in the query, certify, delete, or add modes.</p>
Case Number	9 numeric characters	<p>[REQUIRED] In the summary mode, enter the case number associated with the payment.</p> <p>Note: The HUD office associated with the case must match the current HUD office associated with the transmittal.</p> <p>Note: If an allocate case number is entered, an allocate post code must be entered in the <u>Post Code</u> field.</p>
		System-generated; in the query , summary , certify , and delete modes based on the entry in the <u>Next Transmittal</u> field. This field is not available in the add mode.

Table 8-1 Lockbox Cash Transmittal (CLCT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Street Number and Name	N/A	System-generated; in the <i>query</i> , <i>summary</i> , <i>certify</i> , and <i>delete</i> modes based on the entry in the <u>Next Transmittal</u> field. This field is not available in the <i>add</i> mode.
*Post Code	2 alphabetic characters	[REQUIRED] In the <i>summary</i> mode, enter the post code or enter a ? and press the <ENTER> key to select a post code from the Lookup table.
		System-generated; in the <i>query</i> , <i>summary</i> , <i>certify</i> , and <i>delete</i> modes based on the entry in the <u>Next Transmittal</u> field. This field is not available in the <i>add</i> mode.
Amount	14 numeric characters	[REQUIRED] In the summary (modify/approve) enter the dollar amount of the applicable line item and post code entered. <i>Note: Negative numbers can not be entered in this field.</i>
		System-generated; in the <i>query</i> , <i>summary (modify/approve)</i> , <i>certify</i> , and <i>delete</i> modes based on the entry in the <u>Next Transmittal</u> field. This field is not available in the <i>add</i> mode.
Lease Number	2 numeric characters	[REQUIRED] If the entry in the Post Code field is <i>RT</i> (rent) the lease number associated with the case must be entered in this field in the <i>summary (modify/approve)</i> mode.
		System-generated; in the <i>query</i> , <i>summary (modify/approve)</i> , <i>certify</i> , and <i>delete</i> modes based on the entry in the <u>Next Transmittal</u> field. This field is not available in the <i>add</i> mode.

Table 8-1 Lockbox Cash Transmittal (CLCT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Unit Number	2 numeric characters	[REQUIRED] If the entry in the <u>Post Code</u> field is <i>RT</i> (rent) the unit number must be entered in this field in the <i>summary</i> mode.
		System-generated; in the <i>query</i> , <i>summary</i> , <i>certify</i> , and <i>delete</i> modes based on the entry in the <u>Next Transmittal</u> field. This field is not available in the <i>add</i> mode.
<p><i>In the summary mode, to commit the addition, modification, or deletion of a check detail information, press the <ENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none"> • <i>add additional check detail information to the transmittal</i> • <i>modify check detail information for this transmittal</i> • <i>delete check detail information for this transmittal</i> • <i>select a different cash transmittal to view, modify, certify, delete</i> • <i>exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

Interface Posting Screen Listing (IFBH) Data Screen

For both Lockbox and FEDWIRE collections, the Interface Posting Screen Listing (IFBH) screen allows authorized SFAAB and SFAB personnel to:

- Verify the accuracy of the accounting transactions within the batches received from automated systems external to SAMS
- Mark batches as *RP* (ready-to-post) to the SAMS case accounts. Refer to **Chapter 10 – General Ledger** for additional information on this process
- Delete an invalid batch

SAMS posts the batches marked *RP* (ready to post) to the SAMS case accounts and marks the batches as *VP* (verified and posted).

The Interface Posting Screen Listing (IFBH) screen displays batches in descending order by batch number, grouped by date, and batch status.

Note

Both the Lockbox and FEDWIRE collections processes use the Interface Posting Screen Listing (IFBH) screen. Processing for Claims Insurance interface records on the Interface Posting Screen Listing (IFBH) screen is discussed in **Chapter 10 – General Ledger**.

8.2 - Lockbox Collections (continued)

Before You Begin Gather this information before using the Interface Posting Screen Listing (IFBH) screen, illustrated in Figure 8-6:

- Confirmed cash totals from bank deposit ticket and/or debit voucher (for lockbox collections)
- Confirmed cash totals from the Cash Management Branch (for FEDWIRE)
- Batch type
- Schedule date

S A M S							08/15/02
SCREEN: QIFBH_		IFBH INTERFACE POSTING SCREEN LISTING					12:29:16 ES
BATCH STATUS: NP NEXT SCHEDULE DATE: 08/15/02							
SEL	BATCH NUM	BATCH TYPE	SCHEDULE DATE	NUM OF RECORDS	READY TO POST TOTAL	BATCH STATUS	AMOUNT VERIFIED
=	0000057412	LB	05/03/02	19	\$4,857.45	NP	
-	0000057414	A4	05/03/02	387	\$15,960,499.88	NP	
-	0000057405	A4	05/02/02	494	\$23,377,847.26	NP	
-	0000057406	WT	05/02/02	215	\$10,802,316.66	NP	
-	0000057396	A4	05/01/02	669	\$31,518,615.20	NP	
NO MORE BATCH TO DISPLAY							
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR							

Figure 8-6 Interface Posting Screen Listing (QIFBH) Screen

Screen Options On the Interface Posting Screen Listing (IFBH) screen:

- To **locate (query)**, **review** or **verify** a specific interface batch, enter *QIFBH* in the Screen field and press the <F2> key.
- To **modify** an interface batch (i.e., post or delete a batch), enter *MIFBH* in the Screen field and press the <F2> key.

Note

Historical batch information archived within the preceding five years can be viewed on the Interface Posting Screen Listing (IFBH) screen. However, the detail records for the batch will not be available.

8.2 - Lockbox Collections (continued)

Procedure Table Follow the instructions in Table 8-2 Interface Posting Screen Listing (IFBH) Procedure Table to identify a batch to review, verify, correct, reclassify, post, or delete:

Table 8-2 Interface Posting Screen Listing (IFBH) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Status	2 alphabetic characters NP =Not Ready to Post RP =Ready to Post PP = Posting in Progress VP =Verified and Posted	In <i>query (locate)</i> or <i>modify</i> mode, enter the batch status code in this field and press the <ENTER> key to view a listing of transactions that match the status (<i>NP, RP, PP, VP</i>) entered in this field.
		System-generated; default is <i>NP</i> (not posted).
Next Schedule Date	8 alphanumeric characters (with separators) Format: mm/dd/yy	To view a list of transactions for a specific schedule date or date range, enter a date in this field that is prior to the current system date and does not fall within a closed accounting period.
		System-generated; default is the current system date or date supplied by Treasury Cash Control.
To display a list of transactions with a different batch status and/or a specific schedule date , enter the status and/or schedule date in the <u>Batch Status</u> and <u>Next Schedule Date</u> fields, respectively, and press the <F2> key.		
Result: The system retrieves and displays the available values for the fields listed here.		
Sel	1 alphabetic character M = Modify D =Delete X =Lookup on the BTBD Screen	In the <u>Sel</u> field to the left of the desired batch: <ul style="list-style-type: none"> To post the batch, enter an <i>M</i> (modify) next to the desired batch. The cursor moves to the <u>Batch Status</u> field to prompt the user to change the status. <p>Caution: Only enter <i>D</i> or <i>X</i> in this field after receiving a successful completion message for any data entered on this screen. The <i>X</i> option is available in this field only in the query mode.</p> <ul style="list-style-type: none"> To delete the batch, enter a <i>D</i> and press the <ENTER> key. The Delete Interface File (IFDL) screen displays for the selected batch. Refer to the GOTO Delete Interface File (IFDL) Screen section for details on deleting the batch.

Table 8-2 Interface Posting Screen Listing (IFBH) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sel (continued)		<ul style="list-style-type: none"> To review the detailed transactions for the batch, enter an <i>X</i> in this field and press the <ENTER> key. If the entry in the Batch Type field: <ul style="list-style-type: none"> Is <i>MA</i> (Miscellaneous Adjustment), the Misc Claims Adj and Recv Modify(IFMR) screen displays. Refer to Misc Claims Adj and Recv Modify (IFMR) Data Screen in Chapter 10 – General Ledger for a detailed description and illustration of this screen. Is <i>MD</i> (Miscellaneous Disbursement), the Misc Claims Disbursement Modify (IFMD) screen displays. Refer to Misc Claims Disbursement Modify (IFMD) Data Screen in Chapter 10 – General Ledger for a detailed description and illustration of this screen. Is anything other than <i>MA</i> or <i>MD</i>, the Batch Detail Listing (BTBD) screen displays. Refer to the GOTO Batch Detail Listing (BTBD) Screen section for a detailed description and illustration of this screen.
Batch Num	N/A	System-generated; based on entries in the <u>Batch Status</u> and <u>Next Schedule Date</u> fields.
Batch Type	N/A	System-generated; based on entries in the <u>Batch Status</u> and <u>Next Schedule Date</u> fields.
Schedule Date	N/A	System-generated; based on entries in the <u>Batch Status</u> and <u>Next Schedule Date</u> fields.
Num Of Records	N/A	System-generated; based on entries in the <u>Batch Status</u> and <u>Next Schedule Date</u> fields.
Ready To Post Total	N/A	System-generated; based on entries in the <u>Batch Status</u> and <u>Next Schedule Date</u> fields.
Batch Status	2 alphabetic characters NP = Not Ready to Post RP = Ready to Post PP = Posting in Progress VP = Verified and Posted	<p>In the modify mode enter the batch status code.</p> <p>Note: When changing the entry in this field to RP (ready to post), The <u>Amount Verified</u> field must be completed based on the documentation from Treasury, the Claims Insurance or Miscellaneous Claims Insurance interfaces, etc. The amounts must match.</p>
		System-generated; based on entries in the <u>Batch Status</u> and <u>Next Schedule Date</u> fields.

Table 8-2 Interface Posting Screen Listing (IFBH) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Amount Verified	15 numeric characters	<p>In the modify mode, enter the total (from the documentation provided) in this field.</p> <p>Note: If the entry in the <u>Batch Status</u> field is RP (ready to post), the entry in this field must match the amount shown on the documentation from Treasury.</p>
<p>Press the <F2> key:</p> <ul style="list-style-type: none"> To confirm the deletion of an unposted batch after entering a D in the <u>Sel</u> field next to the unposted batch to be deleted. To commit the modification of a batch and mark it ready for the system to process To review the batch details, after entering an X in the <u>Sel</u> field next to the desired batch <p>Result: The system displays an error message, a successful completion message, or the Delete Interface File (IFDL) screen, the Misc Claims Adj and Recv Modify (IFMR) screen, the Misc Claims Disbursement Modify (IFMD) screen, or the Batch Detail Listing (BTBD) screen; and the status is updated after the batch is run. Press the <ENTER> key again to clear these messages before attempting to:</p> <ul style="list-style-type: none"> Review or verify another batch Modify and/or mark another batch ready to post Delete an invalid batch from the SAMS system Exit this screen <p>Note: When a batch is processed successfully by SAMS, it is removed from the group displayed on the Interface Posting Screen Listing (IFBH) screen and can be redisplayed with its new batch status group and schedule date.</p> <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

Note

The screens displayed next are described in detail and illustrated under: **GOTO Delete Interface File (IFDL) Screen**, **Misc Claims Adj and Recv Modify (IFMR) Data Screen** in Chapter 10 – General Ledger, **Misc Claims Disbursement Modify (IFMD) Data Screen** in Chapter 10 – General Ledger, **GOTO Batch Detail Listing (BTBD) Screen**, and **Interface Posting Screen Listing (IFBH) Data Screen**, respectively.

GOTO Batch Detail Listing (BTBD) Screen

The Batch Detail Listing (BTBD) query screen allows authorized SFAAB and SFAB, personnel to view the details of the transactions associated with a specific batch and to verify errors identified on the Interface Posting Screen Listing (IFBH) screen, described and illustrated under **Interface Posting Screen Listing (IFBH) Data Screen**.

Before You Begin

Gather this information before using the Batch Detail Listing (BTBD) screen, illustrated in Figure 8-7:

- Valid batch number

Note

Pressing the <F3> Cancel function key on the Batch Detail Listing (BTBD) screen returns the display to the Interface Posting Screen Listing (IFBH) screen. However, **no detail data** displays on the screen.

S A M S					
SCREEN: QBTBD_		BTBD BATCH DETAIL LISTING QUERY		08/15/02 12:33:58 EST	
BATCH NUMBER: 0000000000		SEQUENCE NUMBER: 0000000000			
BATCH STATUS		NUMBER OF RECORDS		SCHEDULE NUMBER	
DATE CREATED		BATCH TOTAL		SCHEDULE DATE	
TIME CREATED		READY TO POST			
SEQUENCE NUMBER	BATCH TYPE	TRANSACTION AMOUNT	SEQUENCE NUMBER	BATCH TYPE	TRANSACTION AMOUNT
BATCH NUMBER IS REQUIRED					
PF 1=HELP 2=SWITCH 3=CANCEL 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR					

Figure 8-7 Batch Detail Listing (QBTBD) Query Screen

Screen Options

The options available for accessing the Batch Detail Listing (BTBD) screen:

- From any screen to **locate (query)** batch details, enter *QBTBD* in the Screen field using the expert mode, and press the <ENTER> key
- From the Interface Posting Screen Listing (IFBH) screen to **view (query)** batch details, enter an *X* in the Sel field beside the desired batch on the Interface Posting Screen Listing (*IFBH*) screen and press the <ENTER> key

8.2 - Lockbox Collections (continued)

Procedure Table Follow the instructions in Table 8-3 Batch Detail Listing (BTBD) Procedure Table to identify the detailed transactions associated with a specific batch.

Table 8-3 Batch Detail Listing (BTBD) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	10 numeric characters	[REQUIRED] When accessing this screen directly using the expert mode, enter the desired batch number.
		System-generated; based on the batch number selected on the Interface Posting Screen Listing (IFBH) screen, described and illustrated under Interface Posting Screen Listing (IFBH) Data Screen , when this screen is accessed as a GOTO screen.
Sequence Number	10 numeric characters	To access a specific transaction within a batch, enter the desired transaction or batch sequence number.
		System-generated; based on the batch number selected on the Interface Posting Screen Listing (IFBH) screen, described and illustrated under Interface Posting Screen Listing (IFBH) Data Screen , when this screen is accessed as a GOTO screen.
<i>Press the <F2>key.</i>		
Result: <i>The system retrieves and displays the available values for the fields identified here. The details for the batch (i.e., sequence number, batch type, transaction amount) display in two groups – one on the left half of the screen and one on the right half of the screen.</i>		
Batch Status	N/A	System-generated; based on the batch number displayed or entered in the <u>Batch Number</u> field.
Number of Records	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.
Date Created	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.
Batch Total	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.
Schedule Number	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.
Time Created	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.
Ready To Post	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.
Schedule Date	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.

Table 8-3 Batch Detail Listing (BTBD) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sequence Number	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.
Batch Type	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.
Transaction Amount	N/A	System-generated based on the batch number displayed or entered in the <u>Batch Number</u> field.

GOTO Delete Interface File (IFDL) Screen

The Delete Interface File (IFDL) screen serves as an extra check to confirm the deletion of an **unposted batch** from the SAMS system.

Note:

No data can be changed on the Delete Interface File (IFDL) screen. This screen is for **confirmation and final review purposes only**.

Before You Begin

Gather this information before using the Delete Interface File (IFDL) screen, illustrated in Figure 8-8:

- Valid number for the **unposted batch**

S A M S08/15/0212:43:21 EST

SCREEN: DIFDLIFDL DELETE INTERFACE FILE DELETE

0000000000

BATCHBATCHDATENUM OFREADY TOBATCH
NUMBERTYPECREATED RECORDSPOST TOTALSTATUS

PRESS ENTER TO DELETE UNPOSTED BATCH
OR PF3 TO CANCEL DELETE REQUEST

BATCH NUMBER IS REQUIRED
PF 1=HELP 2=SWITCH 3=CANCEL 4=PREV MENU 5=MAIN MENU 9=CLEAR

Figure 8-8 Delete Interface File (DIFDL) Delete Screen

8.2 - Lockbox Collections (continued)

Screen Options The options available for accessing the Delete Interface File (IFDL) screen:

- From any screen to **delete** an unposted batch, enter *DIFDL* after the Screen field, using the expert mode, and press the <ENTER> key
- From the Interface Posting Screen Listing (IFBH) screen, described and illustrated under **Interface Posting Screen Listing (IFBH) Data Screen**, to **delete** an unposted batch, enter a *D* in the Sel field next to the desired batch on the Interface Posting Screen Listing (IFBH) screen in **modify** mode and press the <F2> key

Procedure Table Follow the instructions in Table 8-4 Delete Interface File (IFDL) Procedure Table to delete an **unposted batch** file from the SAMS system:

Table 8-4 Delete Interface File (IFDL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
[Previous Batch Number]	10 numeric characters	[REQUIRED] Enter the number for the batch to be deleted when accessing the screen directly using the expert mode.
		System-generated; when accessing the screen from the Interface Posting Screen Listing (IFBH) screen in the modify mode (MIFBH), as described under Interface Posting Screen Listing (IFBH) Data Screen .
Batch Number	N/A	System-generated; based on the batch number selected.
Batch Type	N/A	System-generated; based on the batch number selected.
Date Created	N/A	System-generated; based on the batch number selected.
Num of Records	N/A	System-generated; based on the batch number selected.
Ready to Post Total	N/A	System-generated; based on the batch number selected.
Batch Status	N/A	System-generated; based on the batch number selected.
<i>Press the <ENTER> key to delete an unposted batch or press the <F3> key to cancel the delete request.</i>		
Result: <i>The system displays:</i> <ul style="list-style-type: none">• <i>The successful completion message if the <ENTER>key is pressed. Press the <ENTER> key again to clear the message before attempting to exit this screen.</i>• <i>The Interface Posting Screen Listing (IFBH) screen again if the <F3> key is pressed.</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

Lockbox Detail Listing (CLLT) Screen

The Lockbox Detail Listing (CLLT) query screen allows authorized SFAAB and SFAB personnel to review the details for a specific batch Lockbox Collection in SAMS.

Before You Begin

Gather this information before using the Lockbox Detail Listing (CLLT) screen, illustrated in Figure 8-9:

- Valid batch number

```

S A M S
08/15/02
SCREEN: QCLLT_ CLLT LOCKBOX DETAIL LISTING 12:47:45 EST

NEXT BATCH NUMBER: 0000000000 BATCH SEQUENCE NUMBER: 0000000000

  BATCH      BATCH      TRNSMTL      CASE      LEASE      COLLECT      COLLECTION
  NUMBER      SEQ NUM      NUMBER      NUMBER      /UNIT      DATE      AMOUNT

BATCH NUMBER IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

```

Figure 8-9 Lockbox Detail Listing (QCLLT) Screen

Screen Options

On the Lockbox Detail Listing (CLLT) screen:

- To **locate (query)** or **search** for a specific batch Lockbox Collection, enter *QCLLT* in the Screen field and press the <F2> key.

8.2 - Lockbox Collections (continued)

Procedure Table Follow the instructions in Table 8-5 Lockbox Procedure Detail Listing (CLLT) Table, to locate (query) a specific batch lockbox collection:

Table 8-5 Lockbox Procedure Detail Listing (CLLT) Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Batch Number	10 numeric characters	[REQUIRED] Enter the batch number.
Batch Sequence Number	10 numeric characters	Enter the sequence number, if known, to view a specific batch sequence.
<i>Press <F2>.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Batch Number	N/A	System-generated; based on the search criteria entered in the <u>Next Batch Number</u> and <u>Batch Sequence Number</u> fields.
Batch Seq Number	N/A	System-generated; based on the search criteria entered in the <u>Next Batch Number</u> and <u>Batch Sequence Number</u> fields.
Trnsmtl Number	N/A	System-generated; based on the search criteria entered in the <u>Next Batch Number</u> and <u>Batch Sequence Number</u> fields.
Case Number	N/A	System-generated; based on the search criteria entered in the <u>Next Batch Number</u> and <u>Batch Sequence Number</u> fields.
Lease/Unit	N/A	System-generated; based on the search criteria entered in the <u>Next Batch Number</u> and <u>Batch Sequence Number</u> fields.
Collect Date	N/A	System-generated; based on the search criteria entered in the <u>Next Batch Number</u> and <u>Batch Sequence Number</u> fields.
Collection Amount	N/A	System-generated; based on the search criteria entered in the <u>Next Batch Number</u> and <u>Batch Sequence Number</u> fields.

Collection Reclassification (CLLR) Screen

The Collection Reclassification (CLLR) screen allows authorized SFAAB and SFAB personnel:

- To reclassify cash transactions applied in error
- To correct post codes, case numbers, and amounts for lockbox and wire transfer collections that have already been posted
- To retrieve a collection posted to *lost and found* and post it to the proper case number, lease, and/or post code(s)

Note

Wire-transfer and Lockbox transactions are the **only** collections that can be reclassified using this screen. In addition, the unit and lease information can be modified **only** for Lockbox Collections.

Before You Begin

Gather this information before using the Collection Reclassification (CLLR) screen, illustrated in Figure 8-10:

- The Unapplied Cash Report (CLUC) report for either LB or WT collections to complete the **HUD SAMS-1120 Funds Reclassification** form
- A completed **HUD SAMS-1120 Funds Reclassification** form
- The original collection journal entry ID number (the journal entry that posted the monies to *lost and found*).

S A M S							
SCREEN: MCLLR_				CLLR COLLECTION RECLASSIFICATION		08/15/02 12:51:49 EST	
JOURNAL ENTRY ID: 0000000000							
CASE NUMBER		CASH POST CODE		CASH AMOUNT		BATCH TYPE	
		\$0.00					
RECLASSIFICATION DATE 08/15/02							
*CASE NUM	*POST CODE	AMOUNT	JE ID	*CASE NUM	*POST CODE	AMOUNT	JE ID
---	---	---	0000000000	---	---	---	0000000000
---	---	---	0000000000	---	---	---	0000000000
---	---	---	0000000000	---	---	---	0000000000
---	---	---	0000000000	---	---	---	0000000000
---	---	---	0000000000	---	---	---	0000000000
---	---	---	0000000000	---	---	---	0000000000
---	---	---	0000000000	---	---	---	0000000000
---	---	---	0000000000	---	---	---	0000000000
---	---	---	0000000000	---	---	---	0000000000
RENTAL INFORMATION ONLY -				*CASE NUM:	*UNIT:	*LEASE NUMBER:	COMPLETE: -
JOURNAL ENTRY ID IS REQUIRED							
PF 1=HELP 2=SWITCH 3=CANCEL 4=PREV MENU 5=MAIN MENU 9=CLEAR							

Figure 8-10 Collection Reclassification (MCLLR) Screen

8.2 - Lockbox Collections (continued)

- Screen Options** The options available for accessing the Collection Reclassification (CLLR) screen are:
- To **locate (query)** collection transactions, enter *QCLLR* in the Screen field and press the <F2> key or enter *X* in the Sel field on the Collection by Amount (CLAM) screen, illustrated and described under Collection Search by Amount (CLAM) Query Screen, and press the <ENTER> key.
 - To **modify** an incorrect lockbox or wire transfer collection transaction, from the Collections Menu (LMCL), select the *CLLR Collection Reclassification* option, and press the <F2> key or enter *MCLLR* the Screen field and press the <F2> key using the expert mode
 - To **modify** an incorrect lockbox or wire transfer collection transaction, from the JE List by Batch Number (ACLB) screen, described and illustrated under **JE List by Batch Number (ACLB) Query Screen** in **Chapter 10 – General Ledger**, enter an *X* in the Sel field and press the <ENTER> key

Procedure Table Follow the instruction on Table 8-6 Collection Reclassification (CLLR) Procedure Table to modify or correct an invalid collection transaction:

Table 8-6 Collection Reclassification (CLLR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Journal Entry ID	10 numeric characters	[REQUIRED] In the <i>modify</i> mode, enter the journal entry ID. System-generated; if this screen is accessed from the Collection by Amount (CLAM) screen, illustrated and described under Collection Search by Amount (CLAM) Query Screen .
Press the<F2> key.		
Result: The system retrieves and displays the available values for the fields identified here. The journal entry detail (case number, post code, amount, and journal ID) displays in two groups – one group on the left side of the screen and one group on the right side of the screen.		
Case Number	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Cash Post Code	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Cash Amount	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Batch Type	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.

8.2 - Lockbox Collections (continued)

Reclassification Date	8 alphanumeric characters (with separators) Format: mm/dd/yy	<p>This field may be modified. Enter a date prior to the current entry in this field to backdate the transaction to an open period.</p> <p><i>Note: Entering a future date is not allowed.</i></p> <p><i>Note: A journal entry record cannot be created in the modify mode if the amount is 0></i></p>
		System-generated; default is the current system date.

Table 8-6 Collection Reclassification (CLLR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Case Num	9 alphanumeric characters	Enter the correct case number or enter ? and press the <ENTER> key to select the case number from the Lookup table. <i>Note: If this is a rental collection, the case number entered must match the one used in SAMS to record rental information before modifications can be made to this record.</i>
*Post Code	2 alphanumeric characters	Enter the correct post code or enter a ? and press the <ENTER> key to select a post code from the Lookup table. <i>Note: If the case</i> <ul style="list-style-type: none">• <i>Has no remaining accounts receivables balance and the cash amount of the collection transaction to be reclassified is negative, the screen does not use the unallocated amount for the case.</i>• <i>Does not have an outstanding receivable balance and it is less than the amount in the detail record, then the journal entry is created with a post code of UN (unallocated).</i>
Amount	11 numeric characters	Enter the correct amount of the transaction. This amount must match the amount listed in the incorrect transaction. <i>Note: If this is a leased property, or the funds are being applied to several post codes, the line item amount need not match as long as the total amount being corrected matches the incorrect amount listed in the <u>Amount</u> field.</i>
JE-ID	N/A	System-generated; when the screen is committed.
RENTAL INFORMATION ONLY		
*Case Num	9 alphanumeric characters	Enter the correct case number or enter ? and press the <ENTER> key to select the case number from the Lookup table.
*Unit	2 numeric characters	This field can be modified only if the collection is a lockbox. Enter the unit code or enter a ? and press the <ENTER> key to select the unit from the Lookup table.
*Lease Number	2 numeric characters	This field can be modified only if the collection is a lockbox. Enter the lease number or enter a ? and press the <ENTER> key to select the lease number from the Lookup table.

8.2 - Lockbox Collections (continued)

Complete	1 alphabetic character X	Enter an <i>X</i> in this field to commit the data entered on this screen.
<p><i>To commit the reclassification of this collection transaction or journal entry, press the <ENTER> key.</i></p> <p><i>To route to the query mode of the Journal Entry List by Batch Number Sequence (ACLB) screen, illustrated and described under , press the <F3> key.</i></p> <p>Result: <i>The system displays an error message or the successful completion message. Press the <ENTER> key again before attempting to:</i></p> <ul style="list-style-type: none">• <i>Reclassify additional collection transactions</i>• <i>Exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

8.3 FEDWIRE Collections Task

Introduction

There are six (6) FEDWIRE Collections processing tasks, beginning with the download of an electronic funds or wire transfer batch transaction file from HUD's Cash Control Accounting and Reporting System (CCARS), and ending with the posting of these transactions to the SAMS case accounts.

Processing Tasks

The following processing tasks are described in this section:

Task 1: Create FEDWIRE Transmittal

Task 2: Verify Accuracy and Completeness of Wire Transfer

Task 3: Mark Wire Transfer Collections Batch Ready to Post

Task 4: Post Wire Transfer Collections Batch Transactions

Task 5: Reclassify Erroneous Wire Transfer Transactions

*Task 1:
Create FEDWIRE
Transmittal*

The FEDWIRE Collections batch process receives a transmission to SAMS on a daily basis. The interface provides electronic financial transactions regarding the receipt of monies from involved parties (e.g., buyer, mortgagor, settlement agents, closing agents) who owe money to HUD. These transactions are primarily the result of monies due to HUD at settlement or the closing of a HUD-owned property. Refer to **Chapter 1 - Introduction to SAMS**, for additional information about the FEDWIRE system interface.

*Task 2:
Verify Accuracy and
Completeness of
Wire Transfer*

Once the transfer to SAMS is complete, the batch displays on the Interface Posting Screen Listing (*IFBH*) screen, described in detail and illustrated under **Interface Posting Screen Listing (IFBH) Data Screen**, in *NP* (not posted) status. The transfer is ready to be verified. Authorized SFAAB personnel review the results of the FEDWIRE and compare the dollar amounts and transaction counts for the batch on the Interface Posting Screen Listing (*IFBH*) screen with the dollar amounts on the paper copy of the transmission file from the Cash Management Branch (*CMB*).

- If the dollar amounts of the FEDWIRE batch match the paper copy of the wire from *CMB*, authorized SFAAB personnel request the Wires Ready to Post Report (*CLWEHD01*) to review the accuracy and completeness of the FEDWIRE transactions. Refer to **Chapter 11 - SAMS Reports** for instructions on generating and printing SAMS reports.
- All the transactions within the FEDWIRE batch should be associated with a valid FHA case number. If the case number is either erroneous or incorrectly formatted, SFAAB personnel use the Wire Ready to Post Maintenance (*CLWE*) screen, described and illustrated under **Wire Ready to Post Maintenance (CLWE) Screen**, to enter the correct case number. Where the correct case number cannot be ascertained, additional research is performed.

8.3 - FEDWIRE Collections Task (continued)

Task 2: Verify Accuracy and Completeness of Wire Transfer (continued)

- All the transactions within the FEDWIRE batch should be associated with a valid FHA case number. If the case number is either erroneous or incorrectly formatted, SFAAB personnel use the Wire Ready to Post Maintenance (*CLWE*) screen, described and illustrated under **Wire Ready to Post Maintenance (CLWE) Screen**, to enter the correct case number. Where the correct case number cannot be ascertained, additional research is performed.
- The paper copy of the wire should indicate the correct property address and case number. If it does not, personnel query the Single Family Insurance System (SFIS). In the majority of instances, the case number may be verified by entering the property address in the SFIS and having the system identify the corresponding case number. If this query cannot be performed, SFAAB personnel contact the closing agent to obtain the correct case number. The correct case number is then entered and the transaction is marked *Y* to indicate it has been corrected and is ready to be posted.
- If the dollar amounts of the WT batch do not match the CMB dollar amounts on the paper copy, or it appears that the WT batch file did not load correctly or completely, the SFAB personnel delete the batch from SAMS using the Delete Interface File (*IFDL*) screen, described and illustrated under **GOTO Delete Interface File (IFDL) Screen**, and contact the CMB.

Note:

Duplicate wires sometimes appear in SAMS. When this occurs, SFAB personnel delete the duplicate wire.

Task 3: Mark Wire Transfer Collections Batch Ready to Post

When the batch is verified as complete and correct, authorized SFAAB personnel use the Interface Posting Screen Listing (*IFBH*) screen to advance the FEDWIRE Collections batch to *RP* (ready to post) status.

Task 4: Post Wire Transfer Collections Batch Transactions

SAMS periodically monitors the FEDWIRE Collections batch for files that are marked *RP* (ready to post). SAMS posts the ready to post FEDWIRE Collections batch transactions to the designated Single Family case numbers in the SAMS case accounts. Once the batch is posted, SAMS changes the batch status to *VP* (verified and posted) status.

Task 5: Reclassify Erroneous Wire Transfer Transactions

After the FEDWIRE Collections batch transaction is successfully posted by SAMS, if incorrect case number information is discovered, authorized SFAAB personnel use the Collection Reclassification (CLLR) screen, described and illustrated under **Collection Reclassification (CLLR) Screen**, to correct the information in SAMS.

8.3 - FEDWIRE Collections Task (continued)

FEDWIRE Collections Screens

The FEDWIRE Collections screens may be accessed by authorized SFAAB and SFAB personnel to:

- Delete incorrect or incomplete FEDWIRE batch files
- Verify and post FEDWIRE batch files
- Correct or reclassify erroneous cash collection transactions within the FEDWIRE batches

The wire transfer collections batch requires a transmission to SAMS by authorized Single Family Acquired Assets personnel on a on a daily basis from the Case Management Branch's Cash Control Accounting and Reporting System (CCARS). The batches are uploaded to SAMS via the FTP. Once this upload is complete, the batches display on the Interface Posting Screen Listing (IFBH) screen in *NP* (not posted) status. The transactions are ready to be verified and corrected using the Wire Ready to Post (CLWE) screen. Once the batch transactions have been verified and corrected; the Interface Posting Screen Listing (IFBH) screen is used to mark the batches as being in *RP* (ready to post) status. SAMS then posts the wire transfer batches to the SAMS case accounts and marks the batches as being in *VP* (verified and posted) status.

Note

Both the FEDWIRE and Lockbox Collections processes use the Interface Posting Screen Listing (IFBH) screen. This screen is described in detail under the **Interface Posting Screen Listing (IFBH) Data Screen** heading in **Section 8.2 - Lockbox Collections**.

Data Screens

The screens described in this section are:

- Wire Detail Listing CLWL
- Wire Ready to Post Screen CLWE

Note

While the Wire Ready to Post (CLWE) screen is described in this section, it is not currently functional.

8.3 - FEDWIRE Collections Task (continued)

Wire Detail Listing (CLWL) Screen

Before You Begin

The Wire Detail Listing (CLWL) query screen allows authorized SFAAB and SFAB personnel to review the detailed batch data for a FEDWIRE collections batch that has been uploaded to SAMS.

Gather this information before using the Wire Detail Listing (CLWL) screen, illustrated in Figure 8-11:

- Schedule Date
- Schedule Number

S A M S 08/15/02 13:20:35 EST

SCREEN: QCLWL CLWL WIRE DETAIL LISTING

SCHEDULE DATE: SCHEDULE NUMBER:

SEL	MESSAGE ID	SEQUENCE AMOUNT	RECORD STATUS	SEQUENCE NUMBER
-----	------------	-----------------	---------------	-----------------

SCHEDULE DATE IS REQUIRED

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

Figure 8-11 Wire Detail Listing (QCLWL) Screen

Screen Options

On the Wire Detail Listing (CLWL) screen:

- To *locate (query)* a specific FEDWIRE batch that has been uploaded to SAMS, enter *QCLWL* in the Screen field and press the <F2> key.

8.3 - FEDWIRE Collections Task (continued)

Procedure Table Follow the instructions on Table 8-7 Wire Detail Listing (CLWL) Procedure Table to locate (query) detailed information about a FEDWIRE batch or find detailed information about a FEDWIRE batch:

Table 8-7 Wire Detail Listing (CLWL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Schedule Date	8 alphanumeric characters (with separators) Format: mm/dd/yy	[REQUIRED] Enter the schedule date.
Schedule Number	5 numeric characters	[REQUIRED] Enter the schedule number.
<i>Press the <F2>key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Sel	1 alphabetic character	Enter <i>X</i> to select a specific message or transaction to review or modify using the Wire Detail Maintenance Screen (CLWE) in the modify mode, described and illustrated under Wire Ready to Post Maintenance (CLWE) Screen .
Message ID	N/A	System-generated; message reference number provided by the U.S. Treasury. This number is used to locate specific Treasury message text relevant to the transaction.
Sequence Amount	N/A	System-generated; based on the selection in the <u>Schedule Date</u> and <u>Schedule Number</u> fields.
Record Status	N/A	System-generated; indicates if the wire is ready to post. <i>Note: Even if the entry in this field is Y (Yes), the record still must be reviewed before posting.</i>
Sequence Number	N/A	System-generated; based on the record selected from the entries in the <u>Schedule Date</u> and <u>Schedule Number</u> .

8.3 - FEDWIRE Collections Task (continued)

Wire Ready to Post Maintenance (CLWE) Screen

The Wire Ready to Post Maintenance (CLWE) screen allows authorized SFAAB and SFAB personnel to correct an invalid wire transaction and to enter a schedule number. This screen is used for reviewing and correcting wire transfers that come from FEDWIRE to be posted to the SAMS Case.

Before You Begin

Gather this information before using the Wire Ready to Post Maintenance (CLWE) screen, illustrated in Figure 8-12:

- Schedule Date
- Schedule Number
- Ready / Not Ready Filter

```

SAMS
09/30/04
15:31:16 EST
SCREEN: QCLWE_ CLWE WIRE READY TO POST QUERY
TREASURY SCHEDULE DATE: 
READY/NOT READY FILTER: 
FEDWIRE DATA
SCHEDULE NUMBER: 
SINGLE FAMILY ID: MESSAGE NUMBER: 
*OLD CASE NUMBER: WIRE AMOUNT: 
READY TO POST: 
SCHEDULE DATE IS REQUIRED
PF 1=HELP 2=SWITCH 3=LISTING 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 8-12 Wire Ready to Post Maintenance (MCLWE) Screen

Screen Options

On the Wire Ready to Post (CLWE) screen:

- To **locate (query)** the detailed transactions within the FEDWIRE batch, enter *QCLWE* in the Screen field and press the <F2> key.
- To **modify** or **correct** an invalid transaction within a FEDWIRE batch, enter *MCLWE* in the Screen field and press the <F2> key.

8.3 - FEDWIRE Collections Task (continued)

Procedure Table Follow the instructions in Table 8-8 Wire Ready to Post Maintenance (CLWE) Procedure Table to retrieve a FEDWIRE batch and review and correct individual invalid wire transactions within the batch:

Table 8-8 Wire Ready to Post Maintenance (CLWE) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Treasury Schedule Date	8 alphanumeric characters (with separators) Format: mm/dd/yy	[REQUIRED] Enter the Treasury schedule date.
Ready/Not Ready Filter	1 alphabetic character Y = Yes N = No	[REQUIRED] In this field, enter: <ul style="list-style-type: none">• <i>Y</i> (yes) to display all messages that are ready to post.• <i>N</i> (no) to display all messages that are not ready to post.
<i>Press the <F2>key.</i>		
Result: <i>The system retrieves and displays the available values for the fields identified here.</i>		
[FEDWIRE Data]	N/A	System-generated; free-fill information from FEDWIRE. Typically this information is in an unformatted form.
Schedule Number	5 numeric characters	[REQUIRED] This data field must be entered, if the schedule number was not previously assigned. <i>Note: This field cannot be modified once it is entered.</i>
		System-generated; if previously assigned.
Message Number	N/A	System-generated; message reference number provided by the U.S. Treasury. Use the number in this field to locate specific Treasury message text relevant to the transaction. <i>Note: The message number assigned to each message cannot be modified.</i>
Single Family ID	4 numeric characters	System-generated; based on the entries in the <u>Treasury Schedule Date</u> , <u>Schedule Number</u> , and <u>Ready/Not Ready Filter</u> fields.

8.3 - FEDWIRE Collections Task (continued)

Table 8-8 Wire Ready to Post Maintenance (CLWE) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Wire Amount	N/A	System-generated; based on the amount received via FEDWIRE.
*Old Case Number	9 alphanumeric characters	<p>Enter the old case number or enter a ? and press the <ENTER> key to select a case number from the Lookup table.</p> <p><i>Note:</i> If there is an incorrect case number on the transaction (message), this field enables a search to determine if the case number is valid. If it is not a valid case number, the system defaults to the pseudo case number of 999-999999.</p>
Ready To Post	1 alphabetic character Y = Yes N = No	<p>In this field enter:</p> <ul style="list-style-type: none">• Y if the transaction is ready to be posted• N if the transaction does not belong to Single Family. <p><i>Note:</i> A transaction can be marked ready to post and still be posted to lost and found (where the case number is 999-999999).</p>
<p>To commit the corrections or updates made to this message or transaction, press the <ENTER>key.</p> <p>Result: The system displays either:</p> <ul style="list-style-type: none">• The appropriate error messages• The next FEDWIRE message or transaction <p><i>Note:</i> If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

8.4 Direct Collections Task

Introduction	<p>SFAAB and SFAB are responsible for tracking and monitoring single-family property cash collections. The cash collections process involves tracking and monitoring cash deposits for HUD by:</p> <ul style="list-style-type: none">• Comparing data recorded in SAMS to the deposit information reported by the Cash Management Branch (CMB)• Totaling, reconciling, and comparing the cash deposits and/or debit voucher recorded in SAMS to the cash deposits reported by CMB and the cash deposits reported on the SAMS HUD GL accounts
Processing Tasks	<p>The Direct Collections tasks covered in this section are:</p> <p>Task 1 Compare SAMS Collections Data to CMB Deposit Information</p> <p>Task 2 Total, Reconcile, and Compare Cash Deposit/Debit Voucher Records</p> <p><i>Task 1: Compare SAMS Collections Data and CMB Deposit</i></p> <p>For monies collected outside of SAMS (i.e., not through lockbox or wire transfer) and reported by CMB, SFAAB personnel verify and manually enter the transactions in SAMS. A description of each cash collection item is entered, along with a schedule number (from the CMB Collections Schedule), an accounting event, post code, applicable case number, and sequence amount.</p> <p><i>Task 2: Total, Reconcile, Compare Deposit/Debit Vouchers</i></p> <p>The batch total generated by SAMS for the manual entries is compared to the batch total on the CMB Collections Schedule. Any discrepancies or errors are corrected and verified. SAMS assigns a cash receipt batch number when the SAMS batch total matches the CMB Collections Schedule total.</p> <p>Direct Collections Screens</p> <p>The Direct Collections screens may only be accessed by authorized SFAAB and SFAB personnel to</p> <ul style="list-style-type: none">• Verify and manually post collection transactions made outside of SAMS <p><i>Data Screens</i></p> <p>The Direct Collections screen described in this section is:</p> <ul style="list-style-type: none">• Cash Receipt Screen CLHR

Cash Receipt (CLHR) Screen

The Cash Receipt (CLHR) data screen allows authorized SFAAB and SFAB personnel to enter cash received from CMB that did not enter SAMS through the collection interfaces (wire transfers and lockbox).

Caution

When the user reaches the bottom of the data entry area on this screen (i.e., all the available lines are filled), the data **must** be committed or posted before additional entries for the same schedule number and date can be made.

Before You Begin

Gather this information before using the Cash Receipt (CLHR) screen, illustrated in Figure 8-13:

- Batch number in *locate (query)* mode
- Schedule number in *add* mode

```

S A M S                                08/15/02
SCREEN: QCLR_                          CLHR CASH RECEIPT QUERY      14:03:00 EST

BATCH NUMBER: 0000000000              SCHEDULE DATE:
HUD OFFICE:  _ OFFICE NAME             SCHEDULE NUMBER:

      *ACCOUNTING *POST      *CASE      SEQUENCE
DESCRIPTION      EVENT      CODE      NUMBER      AMOUNT

BATCH TOTAL AMOUNT:

BATCH NUMBER IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR 10=DISBURSEMENTS

```

Figure 8-13 Cash Receipt (QCLHR) Query Screen

8.4 - Direct Collections Task (continued)

Screen Options On the Cash Receipt (CLHR) screen:

- To **locate (query)** a specific cash collection, enter *QCLHR* in the Screen field and press the <F2>key.
- To **add** a cash collection, enter *ACLHR* in the Screen field and press the <F2>key.

Procedure Table Follow the instructions in Table 8-9 Cash Receipts (CLHR) Procedure Table to add and post a cash collection batch to the SAMS case accounts.

Note

In the **add** mode, enter the appropriate information in the Description, Accounting Event, Post Code, Case Number, and Sequence Amount fields for each cash collection item for the schedule number indicated. If more lines are required, commit the entries displayed and repeat the process for the next group of entries.

Table 8-9 Cash Receipts (CLHR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	10 numeric characters	[REQUIRED] In the <i>query</i> mode. <i>Note:</i> Use the <i>JE List by Batch Number (QACLB)</i> screen, described and illustrated under <i>JE List by Batch Number (ACLB) Query Screen</i> in <i>Chapter 10 – General Ledger</i> , to find the batch number. In the add mode, skip this field. <i>Note:</i> The batch number is generated by the system when the screen is committed.
		System-generated; default is 0000000000 until the screen is committed.
Press the <F2>key.		
Result: The system retrieves and displays the available values of the fields identified here.		
Schedule Date	8 alphanumeric characters Format: mm/dd/yy	This field can be modified in the add mode. The date entered must not be greater than the current system date or for a closed accounting period. System-generated; in the <i>query</i> mode based on the batch selected in the <u>Batch Number</u> field. In the add mode, this field defaults to the current system date.

8.4 - Direct Collections Task (continued)

Table 8-9 Cash Receipts (CLHR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	This field may be modified in the <i>add</i> mode to reflect the HOC Area for which the cash receipt is being recorded.
		System-generated; based on the office associated with the Logon ID.
Office Name	N/A	System-generated; based on the HOC Area information entered.
Schedule Number	5 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter the schedule number from the CMB Collections Schedule .
		System-generated; in the <i>query</i> mode based on the batch selected in the <u>Batch Number</u> field..
Description	20 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter a description. Descriptions can include free-form text regarding the type of receipt.
		System-generated; in the <i>query</i> mode based on the batch selected in the <u>Batch Number</u> field..
*Accounting Event	2 alphabetic characters	[REQUIRED] In the <i>add</i> mode, enter the accounting event or enter a ? and press the <ENTER> key to select an accounting event from the Lookup table.
		<i>Note: The only valid entries in the add mode are CR, 5C, or 8C.</i>
		System-generated; in the <i>query</i> mode based on the batch selected in the <u>Batch Number</u> field..
*Post Code	2 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter the post code or enter a ? and press the <ENTER> key to select a post code from the Lookup table.
		System-generated; in the <i>query</i> mode based on the batch selected in the <u>Batch Number</u> field..
*Case Number	9 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter the case number or enter a ? and press the <ENTER> key to select a case number from the Lookup table.
		<i>Note: When entering an allocable post code, use the valid case number prefix for the correct HOC Area. The remaining characters in the case number field are ALLOCA (if this suffix is not entered, the system automatically generates it).</i>
		System-generated; in the <i>query</i> mode based on the batch selected in the <u>Batch Number</u> field..

8.4 - Direct Collections Task (continued)

Table 8-9 Cash Receipts (CLHR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sequence Amount	9 numeric characters	[REQUIRED] In the <i>add</i> mode, enter the sequence amount from the schedule. System-generated; in the <i>query</i> mode based on the batch selected in the <u>Batch Number</u> field..
Batch Total Amount	11 numeric characters	[REQUIRED] In the <i>add</i> mode, enter the batch total amount. This information is entered from the schedule. System-generated; in the <i>query</i> mode based on the batch selected in the <u>Batch Number</u> field..
<p><i>In the add mode, to commit the addition of this cash receipt, press the <ENTER> key.</i></p> <p>Result: <i>The system automatically confirms that the entry in the <u>Batch Total Amount</u> field equals the total of the entries in the <u>Sequence Amount</u> fields.</i></p> <ul style="list-style-type: none">• <i>If the total does not match, an error message displays.</i>• <i>If the total matches, a cash receipt batch number is generated in the <u>Batch Number</u> field. Press the <ENTER> key again before attempting to add another batch cash receipt.</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

8.5 Collections Query Screens

Introduction

The query screens described in this section are accessed from the Cash Collections Search Menu (LMCS), which is described in detail and illustrated under **Cash Collections Search Menu (LMCS)**. These query screens allow authorized SFAAB and SFAB personnel to quickly identify and display all cash collection received by HUD and posted to the SAMS case accounts. Specific collection information can be located based on user-specified search criteria, such as posted collections based on specific schedule dates and schedule numbers.

Collections Query Screens

The Collections query screens described in this section are:

- Collection by Issuer Screen.....CLIB
- Collection by Check Date ScreenCLCN
- Collection by Amount ScreenCLAM

Note

While the Collection by Issuer (CLIB), Collection by Check Date (CLCN), and Collection by Amount (CLAM) screens are described in this section, they are not currently being used.

8.5 - Collections Query Screens (continued)

Collection Search by Issuer (CLIB) Query Screen

The Collection Search by Issuer (CLIB) query screen allows authorized M&M personnel to search for a specific Collection using the name of the Collection issuer. The sort order can be modified to allow searches by date or amount. The lockbox data displayed are based on the HOC area assignment of the M&M or Headquarters user identified at system log on.

Before You Begin

Gather this information before using the Collection Search by Issuer (CLIB) query screen, illustrated in Figure 8-14:

- The name of the issuer
- The check date for searches by date
- The check amount for searches by amount

S A M S					07/29/04
SCREEN: QCLIB_ CLIB COLLECTION SEARCH BY ISSUER					17:28:59 EST
NEXT ISSUED BY NAME: 4-COUNTY EPA					
NEXT CHECK DATE: 05/13/04					
SEL	ISSUER	CHECK AMOUNT	STATUS	DATE	
-	1ST BANK	164.49	AP	11/14/03	
-	1ST CONSUMER REALTY	500.00	AP	09/19/03	
-	1ST CONSUMER REALTY	500.00	AP	09/19/03	
-	1ST NATIONWIDE MORTGAGE	100.00	AP	03/12/03	
-	1ST NATIONWIDE MORTGAGE	160.00	AP	03/12/03	
-	1ST SOUTHWESTERN TITLE AGENCY	231.38	AP	07/21/03	
-	1ST TITLE SERVICES INC	204.68	AP	06/06/03	
-	1ST TRUST BANK TRUSTEE	385.00	AP	01/20/04	
-	1ST USA REALTY	500.00	AP	09/13/03	
-	1ST. SOUTHWESTERN TITLE AGENCY	150.52	AP	11/12/03	
-	100% REAL ESTATE INC	1,000.00	AP	03/25/04	
-	100% REAL ESTATE INC	1,000.00	AP	03/03/03	
-	4 C REALTY	1,000.00	AP	10/17/03	
PLEASE PRESS ENTER OR FRWD PF TO CONTINUE BROWSING.					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD					

Figure 8-14 Collection Search by Issuer (QCLIB) Screen

Screen Options

On the Collection Search by Issuer (CLIB) screen:

- To *locate (query)* a specific collection using the name of the issuer, enter *QCLIB* in the Screen field and press the <F2> key using the expert mode

8.4 - Direct Collections Task (continued)

Procedure Table Follow the instructions on Table 8-10 Collection Search by Issuer (CLIB) Procedure Table to locate (query) a specific collection using the name of the issuer, the date, or the amount:

Table 8-10 Collection Search by Issuer (CLIB) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Issued By Name	15 alphabetic characters	[REQUIRED] Enter the first one or more characters of the issuer name. The system displays a list of names beginning with the information entered.
Next Check Date	8 alphanumeric characters (with separators) Format: mm/dd/yy	Enter the check date, if known.
Press the <F2> key.		
Result: <i>The system retrieves and displays the available values for the fields identified here.</i>		
Sel		Enter an <i>X</i> in this field and press the <ENTER> key to access the query mode of the Lockbox Cash Transmittal (CLCT) screen, described and illustrated under Lockbox Cash Transmittal (CLCT) Data Screen..
Issuer	N/A	System-generated; based on the issuer name entered in the <u>Next Issued By Name</u> field.
Check Amount	N/A	System-generated; based on the issuer name entered in the <u>Next Issued By Name</u> field.
Status		System-generated; based on the issuer name entered in the <u>Next Issued By Name</u> field.
Status Date		System-generated; based on the issuer name entered in the <u>Next Issued By Name</u> field.

Collection Search by Check Date (CLCN) Query Screen

Before You Begin

The Collection Search by Check Date (CLCN) query screen allows authorized personnel to search for a specific Collection using the date of the check. The sort order can be modified to allow searches by issuer or amount.

Gather this information before using the Collection Search by Check Date (CLCN) query screen, illustrated in Figure 8-15:

- The check date
- The name of the issuer for searches by issuer
- The check amount for searches by amount

SAMS 09/24/02 15:20:54 EST

SCREEN: QCLCN_ CLCN COLLECTION SEARCH BY CHECK DATE

NEXT CHECK DATE: _____ NEXT CHECK AMOUNT: _____ \$0.00

ISSUED BY	POST DATE	CHECK AMOUNT	CASE NUMBER	JOURNAL ENTRY ID	SEQUENCE NUMBER
-----------	-----------	--------------	-------------	------------------	-----------------

TO CHANGE SORT ORDER INSERT: I=ISSUER, OR A=AMOUNT: _

NO MORE BUS ORG CHECK TO DISPLAY

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD

Figure 8-15 Collection Search by Check Date (QCLCN) Screen

Screen Options

On the Collection Search by Date (CLCN) screen:

- To *locate (query)* a specific Collection using the date of the check, enter *QCLCN* in the Screen field and press the <F2> key using the expert mode

8.4 - Direct Collections Task (continued)

Procedure Table Follow the instructions on to locate (query) a specific collection using the date of the check, the name of the issuer, or the amount:

Table 8-11 Collection Search By Date (CLCN) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Check Date	8 alphanumeric characters (with separators) Format: mm/dd/yy	[REQUIRED] Enter the date of the check to be located.
Next Check Amount	10 numeric characters	Enter the check amount, if known.
Press the < F2 > key.		
Result: <i>The system retrieves and displays the available values for the fields identified here.</i>		
Issued By	N/A	System-generated; based on the issuer name entered in the <u>Next Check Date</u> field.
Post Date	N/A	System-generated; based on the issuer name entered in the <u>Next Check Date</u> field.
Check Amount	N/A	System-generated; based on the issuer name entered in the <u>Next Check Date</u> field.
Case Number	N/A	System-generated; based on the issuer name entered in the <u>Next Check Date</u> field.
Journal Entry ID	N/A	System-generated; based on the issuer name entered in the <u>Next Check Date</u> field.
Sequence Number	N/A	System-generated; based on the issuer name entered in the <u>Next Check Date</u> field.
[Change Sort Order]	1 alphanumeric character A =Sort by Amount I =Sort by Issuer	This field allows the user to change the sort order and method of locating the information. To locate the desired record: <ul style="list-style-type: none">Using an amount, enter an <i>A</i> in this field and press the <ENTER> key. Result: <i>The system displays the Collection Search by Amount (CLAM) search screen, described and illustrated under Collection Search by Amount (CLAM) Query Screen.</i>Using the name of the issuer, enter an <i>I</i> in this field and press the <ENTER> key. Result: <i>The system displays the Collection Search by Issuer (CLIB) query screen, described and illustrated under Collection Search by Issuer (CLIB) Query Screen.</i>

Collection Search by Amount (CLAM) Query Screen

The Collection Search by Amount (CLAM) query screen allows authorized M&M and Headquarters personnel to search for a specific Collection using the amount issued. The sort order can be modified to allow searches by issuer or check date. The screen displays the journal entries for wire transfer, lockbox, and reclassification, and reversed journal entries (non-cash side of the journal entry) in sort order by Post Date and Case Number. The data displayed are associated with the HOC Area assigned to the User ID provided at system logon.

Before You Begin

Gather this information before using the Collection Search by Amount (CLAM) query screen, illustrated in Figure 8-16:

- The check amount
- The name of the issuer for searches by issuer
- The date of the check for searches by date

SAMS 07/29/04 17:51:06 EST

SCREEN: QCLAM_ CLAM COLLECTION SEARCH BY AMOUNT

NEXT COLLECTION AMOUNT: 0.00 NEXT CHECK DATE:

SEL	CASE NUMBER	POST DATE	ACCOUNTING EVENT	POST CODE	SCHEDULE NUMBER	JOURNAL ENTRY

AMOUNT IS REQUIRED

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD

Figure 8-16 Collection Search by Amount (CLAM) Screen

Screen Options

On the Collection Search by Amount (CLAM) screen:

- To *locate (query)* a specific Collection using the amount of the check, enter *QCLAM* in the Screen field and press the <F2> key using the expert mode

8.4 - Direct Collections Task (continued)

Note

Only the journal entry amounts that match the entry in the Next Collection Amount field are displayed. For example: if the user enters 500.000 in the Next Collection Amount field, only the journal entries with \$500.00 amounts are displayed. The dates displayed begin with the date shown in the Next Check Date field.

Procedure Table Follow the instructions on Table 8-12 Collection Search by Amount (CLAM) Procedure Table to locate (query) a specific collection using the amount of the check, the name of the issuer, or the date:

Table 8-12 Collection Search by Amount (CLAM) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Collection Amount	12 numeric characters	[REQUIRED] Enter the amount of the collection for the record to be located.
Next Check Date	8 alphanumeric characters (with separators) Format: mm/dd/yy	Enter the check date, if known.
Press the < F2 > key.		
Result: <i>The system retrieves and displays the available values for the fields identified here.</i>		
Sel		Enter an <i>X</i> in this field and press the < ENTER > key to access the <i>query</i> mode of the Collection Reclassification (CLLR) screen, illustrated and described under Collection Reclassification (CLLR) Screen .
Case Number	N/A	System-generated; based on the issuer name entered in the <u>Next Check Amount</u> field.
Post Date	N/A	System-generated; based on the issuer name entered in the <u>Next Check Amount</u> field.
Accounting Event	N/A	System-generated; based on the issuer name entered in the <u>Next Check Amount</u> field.
Post Code	N/A	System-generated; based on the issuer name entered in the <u>Next Check Amount</u> field.
Journal Entry	N/A	System-generated; based on the issuer name entered in the <u>Next Check Amount</u> field.
Sequence Number		System-generated; based on the issuer name entered in the <u>Next Check Amount</u> field.